



CDMS ADOPT Monthly Meeting

May 24th, 2010

**Neesha Desai
CDMS Project Manager**

Center for Biomedical Informatics and Information Technology, NCI

Agenda



- Recap from last meeting
- Study Setup Team Update
- Project Plan usage discussion
- ADOPT working group next steps

Recap from April 26th, 2010 Meeting



- Gathered CDMS Project Plan feedback
- Gathered CDMS Deployment Questionnaire feedback
- Gathered CDMS information on CDMS Usage Guidelines
- CDMS Subcommittee reviewed feedback and are updating template as necessary

Study Setup Team Status Update



- Held kickoff meeting on May 5th
- Meeting twice a week on Tues/Fri for May
- Switch to once a week starting in Jun
- Using the C3D SOP and the City of Hope process flow as starting points to develop a Study Setup Workflow
- Using Excel to capture processes and steps
 - [http://gforge.nci.nih.gov/svnroot/ctms-forum/6-SC Subcommittees/CDMS Subcommittee/CDMS ADOPT Committee/CDMS ADOPT Study Setup ProjectManagement/Study Setup Workflow DRAFTS](http://gforge.nci.nih.gov/svnroot/ctms-forum/6-SC%20Subcommittees/CDMS%20Subcommittee/CDMS%20ADOPT%20Committee/CDMS%20ADOPT%20Study%20Setup%20ProjectManagement/Study%20Setup%20Workflow%20DRAFTS)

CDMS ADOPT F2F Meeting



- **Potential Date**
 - September 16th or 17th right after annual meeting
 - Other dates?
- **CDMS ADOPT Members attending caBIG[®] Annual Meeting?**
- **Potential Topics to discuss – Open discussion**
 - Note as a result of the protest these discussion topics have to be generic
 - Open to discussion topics once a vendor is chosen

CDMS Project Templates



- **Purpose**
 - To develop a standardized project plan to better prepare organizations to utilize a CDMS tool at their organization when a tool is chosen
- **Discussion Point**
 - What sections of the project plan does this group feel we could mandate or recommend organizations complete when deploying a CDMS
 - Local Install?
 - Hosted Install?

CDMS Project Plan Template Sections



- **Project Plan**
 - This is a set of tasks that organizations will need to complete in order to utilize the CDMS.
- **Resource Requirements**
 - This is a list of resources that need to be available at your organization if you want to locally install the CDMS
- **Risk Plan**
 - This is a set of global risks that all organizations may face. Once we identify these, we can you can identify local risks at your organization.

CDMS Project Plan Template Sections



- **Training**
 - As the NCI license comes with training, this will help manage and track the training classes
- **Budgets**
 - This is a set of line items with dollar amounts to prepare organizations in terms of the budget they need to have to utilize the CDMS
- **Project Metrics**
 - This is a list of metrics we can define to measure how successfully the CDMS is at your organization.

CDMS Project Plan Discussion



- **Packet of document templates for sites**
 - Project Plan
 - Communication Plan
 - Lessons Learned
 - Study Setup workflow
 - At a minimum, complete the high-level Project Plan with dates and the Lessons Learned when complete
- **CDMS ADOPT Subcommittee to provide feedback regarding the overall risks that a site can anticipate encountering during deployment.**
 - For first deployment this may be a short list, but as we complete the Lessons Learned templates we can update the risk plans
- **Strategy for User Acceptance Testing?**

ADOPT Working Group Next Steps



- Schedule
 - Monthly Conference Call
 - Fourth Monday of each month from 11:00am – 12:00pm EST
 - Upcoming Calls
 - June 28th, 2010
 - July 26th, 2010
 - August 23rd, 2010
 - September 27th, 2010 (Pending when F2F meeting is)

ADOPT Working Group Next Steps



- Homework
 - Send note to NCI mailbox if you plan to attend the caBIG[®] annual meeting and what days you plan to attend
 - Notification needs to be sent back by **June 11th, 2010**
 - Email notification to CDMS Mailbox (ncicabigcdms@mail.nih.gov)

ADOPT Working Group Logistics



- CDMS ADOPT Project Officer
 - Mike Montello: montellom@mail.nih.gov
- CBIIT CDMS Project Manager
 - Neesha Desai: neesha.desai@mail.nih.gov
 - Paul Davis (backup) paul.davis2@nih.gov
- Conference Calls
 - Fourth Monday of each month from 11:00am – 12:00pm EST
 - Conference call information will be sent out prior to each call
- Documentation
 - <http://gforge.nci.nih.gov/projects/cdms-adopt/>
 - Gforge: Account Creation
 - <http://gforge.nci.nih.gov/account/register.php>
 - Once approved, request, search for the CDMS project, click on CDMS Project Activities and request to join

Reference information



- All agendas, minutes, and presentations from the CDMS Subcommittee are posted at:
 - https://cabig.nci.nih.gov/workspaces/CTMS/Steering_Committee/index_html
- Join the following listservs to receive CDMS communications
 - caBIG® ANNOUNCE mailing list (CABIG_ANNOUNCE@LIST.NIH.GOV)
 - caBIG® Clinical Trials mailing list (CABIG_CTMS-L@LIST.NIH.GOV)
 - caBIG® Clinical Data Management System (CABIG_CDMS@LIST.NIH.GOV)
- CDMS Knowledge Center Website
 - https://cabig-kc.nci.nih.gov/CTMS/KC/index.php/CDMS_Award_Announcement
- Questions regarding CDMS can be sent to
 - ncicabigcdms@mail.nih.gov

Questions / Contacts on CDMS Procurement



- **Questions regarding the contract**
 - Louis Gilden, Contracting Officer at louis.gilden@aqd.nbc.gov
- **Questions regarding CDMS Procurement**
 - George A. Komatsoulis, Ph.D., Deputy Director, NCI Center for Biomedical Informatics and Information Technology (CBIIT) at komatsog@mail.nih.gov
 - John Speakman, Associate Director, Clinical Products and Programs, NCI Center for Biomedical Informatics and Information Technology (CBIIT) at john.speakman@nih.gov
- **Questions regarding CDMS Deployment**
 - Neesha Desai, CDMS Project Manager, NCI Center for Biomedical Informatics and Information Technology (CBIIT) at neesha.desai@nih.gov
- **Questions regarding CDMS ADOPT Program**
 - Mike Montello, PharmD, MBA, Project Officer ADOPT, Cancer Therapy Evaluation Program, DCTD, NCI at montellom@mail.nih.gov